

MINUTES, LIMESTONE COUNTY COMMISISON, SEPTEMBER 15, 2014

The Limestone County Commission met in a regular meeting today, at 10:00 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

PRESENT: Gary Daly, Steve Turner, James W. "Bill" Latimer, and Ben Harrison.
Absent: None. Stanley Menefee, Chairman presided.

The meeting began with the Pledge of Allegiance.

MOTION was made by Ben Harrison and seconded by James W. "Bill" Latimer to approve the minutes of September 2 & 10, 2014.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Gary Daly to approve the following claims

8/29/14	Check # 29949 – 29968	\$ 63,104.12
8/29/14	Check # 29969 – 29970	\$ 2,799.63
9/05/14	Check # 29971 – 30043	\$682,739.05
9/05/14	Check # 30044	<u>\$212,800.00</u>
	TOTAL	\$961,442.80

with detailed claims of the above being on file for review upon request to the County Administrator.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Ben Harrison to approve a resolution to resurface East Limestone Road from U. S. Highway 72 to Copeland Road using Federal Aid Surface Transportation Funds.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Steve Turner to authorize the Chairman to execute a contract for inmate healthcare with Southern Health Partners for a period of three-years, effective October 1, 2014 through September 30, 2017.

County will compensate SHP according the following annualized contract price:

- October 1, 2014 through September 30, 2014 \$347,603.04
- October 1, 2015 through September 30, 2015 \$354,555.12
- October 1, 2016 through September 30, 2017 \$354,555.12

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The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by James W. "Bill" Latimer to authorize the Chairman to execute an agreement with North Alabama Court Consultants, LLC for the purposes of carrying out the Community Health Officer program as implemented in Limestone County, Alabama Docket No. 023-021 in the Probate Court of Limestone County, in the amount of \$500 per month. Pending County attorney approval.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by James W. "Bill" Latimer to authorize the Chairman to execute a Memorandum of Understanding with the Mental Health Center of North Central Alabama, Inc. and Quest Recovery Center to provide outpatient alcohol and other drug treatment and related services for persons referred by Limestone County Community Corrections; in the amount of \$500 per month.

MOTION was made by Gary Daly and seconded by Steve Turner to approve the contracts with S & W Minicomputers, Inc. for FY 2014 - 2015 Maintenance Contracts for hardware and software maintenance services for the License Commissioner's Office:

- Service Contract – Schedule A
- License Commission Software Maintenance \$12,776.40
- License Commission Hardware Maintenance \$16,113.60

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by Gary Daly to authorize the Chairman to execute an agreement with the City of Athens for housing and services to be provided for City prisoners at the Limestone County Jail; \$43 per City prisoner per resident day for housing and \$4 per City prisoner per resident day for feeding.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by Steve Turner to authorize the Chairman to execute a Service Agreement: HIPAA Business Associate Privacy, Security, and HITECH Addendum with HH Health System – Morgan, LLC d/b/a Decatur Morgan Hospital agreeing to comply with HIPAA minimum necessary requirements. Pending County attorney approval.

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The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by James W. "Bill" Latimer to authorize the Chairman to execute the Alabama Department of Youth Services Long Term Detention Subsidy Contract with payments to be made to Tennessee Valley Juvenile Detention Facility for one bed.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Gary Daly to suspend the Rules of Order to add the following agreements and contract to the agenda:

- Agreement to resurface Garrett Road from U. S. 31 to Piney Creek
- Agreement to resurface Morris Road from Easter Ferry Road to Hwy 127
- Contract with Alabama Department of Corrections for Community Corrections Program

The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Ben Harrison and seconded by James W. "Bill" Latimer to authorize the Chairman to execute the following agreements.

- Agreement to resurface Garrett Road from U. S. 31 to Piney Creek

ATRIP Funds	\$646,504.00
County Funds	<u>\$161,626.00</u>
TOTAL	\$808,130.00
- Agreement to resurface Morris Road from Easter Ferry Road to Hwy 127

ATRIP Funds	\$739,560.00
County Funds	<u>\$184,890.00</u>
TOTAL	\$924,450.00

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Ben Harrison to authorize the Chairman to execute a Contract with Alabama Department of Corrections for Community Corrections Program to be reimbursed funds for qualified offenders \$10 per day for FY 2015, not to exceed \$178,500.00.

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The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Steve Turner to employ Justin Smith as a Deputy, pending drug and alcohol screening.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Ben Harrison to approve the following merit increases, which are included in the base pay and cost of living pay as listed below.

Name	Position	Effective Date
Roy Brooks	Operations Lieutenant	9/25/14
James Crouch	Corrections Officer	9/21/14
Johnna Ehlerdt	License Supervisor	9/10/14
Lauren Gravier	Network Support Specialist	9/30/14
Stanley Hill	District 1 Foreman	9/01/14
John T. Kilgore	District 3 Foreman	9/11/14
Stanley McNatt	Chief Investigator	9/01/14
Erin Moran	Corrections Officer/Kitchen	9/30/14
Anna Owens	Personal Property Appraiser	9/24/14
Brenda Pack	Corrections Sergeant	9/07/14
Regina Pierce	Nutrition Site Manager	9/08/14
Leslie Ramsey	Investigator	9/17/14
John Russell	Corrections Officer	9/15/14
Janice Williams	Corrections Sergeant	9/07/14

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by James W. "Bill" Latimer to give Administrator Pam Ball the authority to approve departmental budget revisions as necessary for end of year procedures.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

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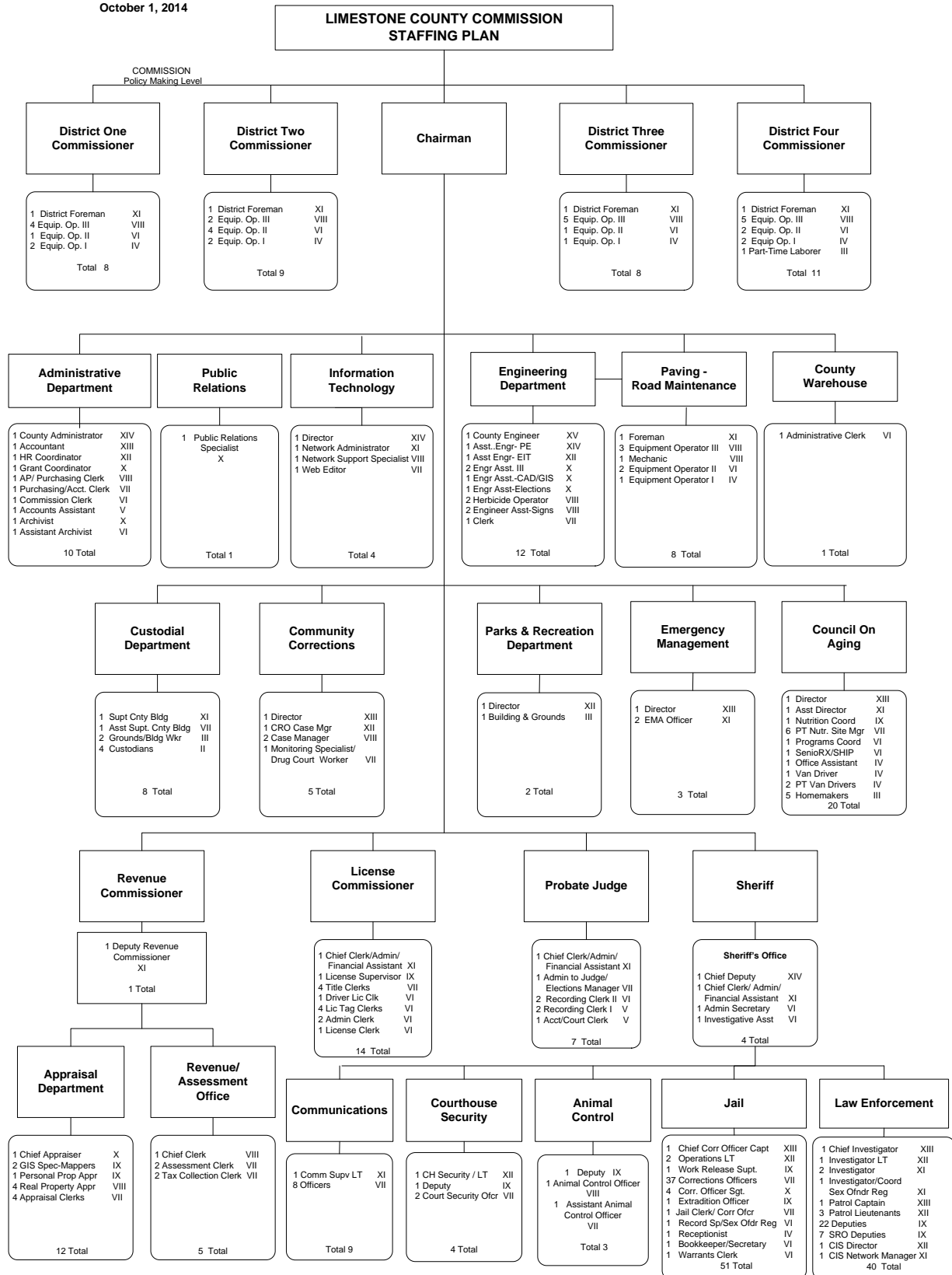
MOTION was made by Ben Harrison and seconded by Steve Turner to approve a solid waste fee increase by .06, new household rate \$12.96 per month, effective October 2014.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Steve Turner and seconded by Gary Daly to approve the following Staffing Plan effective October 1, 2014.

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October 1, 2014



The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

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MOTION was made by Steve Turner and seconded by James W. "Bill" Latimer to approve the following Pay Scale that includes a 3% cost of living adjustment effective October 1, 2014.

Grade/Step	1	2	3	4	5	6	7	8	9
1	\$8.19	\$8.45	\$8.71	\$8.99	\$9.27	\$9.56	\$9.86	\$10.17	\$10.49
2	\$9.04	\$9.32	\$9.62	\$9.92	\$10.23	\$10.55	\$10.88	\$11.22	\$11.58
3	\$10.00	\$10.31	\$10.64	\$10.97	\$11.32	\$11.67	\$12.04	\$12.42	\$12.81
4	\$11.05	\$11.40	\$11.75	\$12.12	\$12.50	\$12.90	\$13.30	\$13.72	\$14.15
5	\$12.21	\$12.59	\$12.99	\$13.40	\$13.82	\$14.25	\$14.70	\$15.16	\$15.64
6	\$13.49	\$13.91	\$14.35	\$14.80	\$15.27	\$15.75	\$16.24	\$16.75	\$17.28
7	\$14.90	\$15.37	\$15.85	\$16.35	\$16.86	\$17.39	\$17.94	\$18.50	\$19.08
8	\$16.47	\$16.99	\$17.52	\$18.07	\$18.64	\$19.22	\$19.83	\$20.45	\$21.09
9	\$18.20	\$18.77	\$19.36	\$19.97	\$20.60	\$21.24	\$21.91	\$22.60	\$23.31
10	\$20.12	\$20.75	\$21.40	\$22.08	\$22.77	\$23.48	\$24.22	\$24.98	\$25.77
11	\$22.23	\$22.93	\$23.65	\$24.39	\$25.16	\$25.95	\$26.76	\$27.60	\$28.47
12	\$24.56	\$25.33	\$26.13	\$26.95	\$27.79	\$28.67	\$29.57	\$30.49	\$31.45
13	\$27.14	\$27.99	\$28.87	\$29.78	\$30.71	\$31.68	\$32.67	\$33.70	\$34.76
14	\$29.98	\$30.92	\$31.89	\$32.89	\$33.93	\$34.99	\$36.09	\$37.22	\$38.39
15	\$33.14	\$34.18	\$35.25	\$36.36	\$37.50	\$38.68	\$39.89	\$41.15	\$42.44
16	\$36.62	\$37.77	\$38.96	\$40.18	\$41.44	\$42.74	\$44.08	\$45.47	\$46.90
17	\$40.46	\$41.73	\$43.04	\$44.39	\$45.79	\$47.22	\$48.71	\$50.24	\$51.81
18	\$44.70	\$46.10	\$47.55	\$49.04	\$50.58	\$52.17	\$53.81	\$55.50	\$57.24

Grade/Step	10	11	12	13	14	15	16	17
1	\$10.82	\$11.16	\$11.51	\$11.87	\$12.24	\$12.63	\$13.02	\$13.43
2	\$11.94	\$12.32	\$12.70	\$13.10	\$13.51	\$13.94	\$14.37	\$14.83
3	\$13.21	\$13.62	\$14.05	\$14.49	\$14.95	\$15.42	\$15.90	\$16.40
4	\$14.60	\$15.05	\$15.53	\$16.01	\$16.52	\$17.03	\$17.57	\$18.12
5	\$16.13	\$16.63	\$17.16	\$17.69	\$18.25	\$18.82	\$19.41	\$20.02
6	\$17.82	\$18.38	\$18.95	\$19.55	\$20.16	\$20.80	\$21.45	\$22.12
7	\$19.68	\$20.30	\$20.94	\$21.59	\$22.27	\$22.97	\$23.69	\$24.44
8	\$21.75	\$22.44	\$23.14	\$23.87	\$24.62	\$25.39	\$26.19	\$27.01
9	\$24.04	\$24.79	\$25.57	\$26.38	\$27.20	\$28.06	\$28.94	\$29.85
10	\$26.57	\$27.41	\$28.27	\$29.16	\$30.07	\$31.02	\$31.99	\$33.00
11	\$29.36	\$30.28	\$31.23	\$32.22	\$33.23	\$34.27	\$35.35	\$36.46
12	\$32.44	\$33.46	\$34.51	\$35.59	\$36.71	\$37.86	\$39.05	\$40.28
13	\$35.85	\$36.97	\$38.13	\$39.33	\$40.57	\$41.84	\$43.15	\$44.51
14	\$39.60	\$40.84	\$42.12	\$43.45	\$44.81	\$46.22	\$47.67	\$49.17
15	\$43.77	\$45.15	\$46.56	\$48.03	\$49.53	\$51.09	\$52.69	\$54.35
16	\$48.37	\$49.89	\$51.45	\$53.07	\$54.74	\$56.45	\$58.23	\$60.06
17	\$53.44	\$55.12	\$56.85	\$58.63	\$60.48	\$62.37	\$64.33	\$66.35
18	\$59.04	\$60.89	\$62.81	\$64.78	\$66.81	\$68.91	\$71.07	\$73.31

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The Chairman asked if there was any discussion. Commissioner Harrison stated that he felt that county employees were adequately compensated due to the adoption of the recent pay plan from the Auburn study. He said, "That if there were a time to take a break, this would be the time". The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, nay. Motion carries.

MOTION was made by James W. "Bill" Latimer and seconded by Steve Turner to approve the following job descriptions:

- Public Relations Specialist, Grade X
- CIS Network Manager, Grade XI

Limestone County JOB DESCRIPTION

Job Title: Public Relations Specialist

Department: County Commission Office

FLSA: Nonexempt

Grade: X

Job Description Prepared: June 2014

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chairman

Subordinate Staff: None

Other Internal Contacts: Administrator; Commissioners; all county department heads

External Contacts: General public, news agencies, schools and civic organizations, industrial customers, contractors, TVA, State and Federal agencies, congressional and state legislative contacts, other counties and municipalities.

Job Summary

Under the general oversight of the Chairman and County Administrator the employee is responsible for a comprehensive communications and public relations program for the Limestone County Commission. Communicates information to all County Departments and the public through the Office of the Chairman. Responsible for marketing/public relations planning and implementation, creating promotional materials, preparing press releases and reports, and interacting with the community, civic organizations, and media outlets. Maintains strong relationships with media reps. Maintains excellent community relations. Primary objectives are to promote a positive organizational image and to build confidence in the Limestone County Commission. Solicits opinions and suggestions from citizens, customers, and agencies. Conducts research to determine best practices for promoting Limestone County. Works closely with all county departments to promote a unified vision.

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Job Domains

A. Communications and Marketing

- Creates, implements, and maintains a comprehensive public relations and communications program for the County. Aggressively looks for opportunities to promote a positive County image.
- Communicates the County's message and vision to citizens and organizations through newsletters, press releases, and other types of media. Generates press releases from the Chairman's office. Takes photographs as needed for a variety of publications such the Athens Courier, Decatur Daily, Huntsville Times, etc. Provides all media (newspapers, cable TV, radio, web site, etc.) with notices of upcoming projects, newsworthy events, and advertising.
- Maintains a comprehensive press release policy, communicates to departments, and monitors for compliance. Responsible for developing and distributing publicity materials including notices, calendar events, photographs, and general news articles.
- Coordinates with the county's IT department to update and maintain other areas of the County website as needed with citizen information and community statistics. Insures the quality and integrity of its content. Evaluates the use and effectiveness of web site home pages for each department. Responds to e-mail inquiries. Assist IT in managing links between the home page, and other web sites, and troubleshooting problems and inefficiencies.
- Prepares or assists with preparing special presentations for the Chairman and coordinates speaking engagements with civic organizations. Provides assistance to the Chairman on special projects including, but not limited to responding to complaints and inquiries and preparing letters to public officials and other parties.
- Prepares publication specifications conforming to the bid process.
- Works closely with various groups and organizations to promote Limestone County.
- May serve as a county representative at Emergency Management Association meetings.
- Submits annual or quarterly report detailing accomplishments and activities.
- Conducts Internet research. Researches best practices.

B. Special Events Coordination

- Attends special events such as ground breakings, ribbon cuttings, dedications, trade shows, county wide receptions, office tours, open houses, special recognition ceremonies, presentations of certificates, and other events as needed.
- Implements a Citizens Academy program as established by the Association of County Commissions of Alabama.
- Develops content for Citizens Academy sessions.
- Organize event dates and graduation ceremonies for the Citizens Academy.

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C. Budgeting

- Responsible for preparing and maintaining a marketing budget. Tracks invoices and expenses. Submits annual budget to Chairman and County Administrator. Insures that requests for payment are processed timely and properly. Compiles cost data as requested.

D. General Duties

- Attends a wide variety of internal and external meetings. Attends conferences and workshops.
- May make presentations to various groups as directed.
- Serves on committees and task forces as assigned.
- Promotes morale, teamwork, and cooperation across county departments and across shifts.
- Promotes and maintains a positive image of the County at all times.
- Other duties assigned as assigned.

Knowledge, Skills and Abilities (* Can be acquired on the job)

Education

- Possess a bachelor's degree in relevant field.
- A minimum of eight years progressive experience in Marketing, Journalism, Communications, or related field may be substituted for educational requirements.

Required Certifications and Licenses

- Possession of a current and valid Alabama driver's license.

Work Experience and Related Job Knowledge

- Minimum of three years of experience in a similar position preferred. English fluency required.
- Demonstrated ability to handle multiple projects and details simultaneously.
- *Knowledge of applicable federal, state and local laws, regulations, codes and ordinances.
- *Extensive knowledge of the functions and operational priorities of the County.

Communication and Computer Skills

- Requires advanced proficiency in Windows, Microsoft Word, Excel, PowerPoint, database management, and general PC operations. Requires knowledge of web sites and the use of the Internet.
- Excellent verbal and written communications skills including the ability to prepare and deliver formal presentations to various organizations if necessary.

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- Ability to communicate diplomatically with all levels of the organization as well as other public entities and the general public.
- Ability to hear and to speak well enough to receive and communicate verbal reports clearly and rapidly via radio, telephone, or any type of transmitting device. Ability to operate a computer, typewriter, telephones, radio, and other types of general office machines and equipment.

Interpersonal Skills

- Excellent interpersonal skills; ability to be diplomatic, disciplined, and professional in difficult situations. Must be able to work cooperatively across all organizational levels and with the public. Ability to project a positive image of the work group, department, and county.
- Ability to consistently demonstrate good judgment and discretion required for maintaining confidential and sensitive information.
- Strong organizational skills. High level of flexibility.
- Ability to be self-motivated and to work autonomously.

Physical Requirements

- Physical strength, ability, and mobility to perform all essential job functions with or without accommodation.
- Ability to operate a telephone, radio, computer, copiers, fax machines, and various office machines and office equipment.
- Ability to perform recurring walking, bending, crouching, stooping, stretching, reaching, or similar activities. Ability to lift moderately heavy items such as boxes of books and supplies.
- Ability to see, to hear, and to speak well enough to receive and communicate verbal and written reports clearly.
- Ability to sit for extended periods of time to operate a computer and other office equipment.
- Physical and mental capacity and ability to safely drive a car and to get into and out of a vehicle freely.

General Knowledge and Abilities

- *Knowledge of County rules, regulations, policies and procedures.
- *Knowledge of County office locations.
- Ability to be on-call as required.
- Ability to travel as necessary.
- Ability to work shifts, overtime, weekends, holidays, and non-standard work hours as needed.

Work Environment and Physical Demands

The primary work environment involves everyday risks or discomforts associated with offices, meeting and training rooms, or commercial vehicles. The work areas are

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adequately lighted, heated, and ventilated. The work is primarily sedentary; the employee may sit comfortably to do the work for long periods. Requires some physical exertion such as recurring standing, walking, bending, crouching, stooping, crawling, pushing, pulling, carrying, stretching, and moderate lifting. Requires operating a telephone, computer, radio, and general office equipment. Also requires driving a vehicle often and sometimes for long periods of time.

Limestone County JOB DESCRIPTION

Job Title: CIS Network Manager
Department: Sheriff's Office
FLSA: Nonexempt **Grade:** XI
Job Description Prepared: July 2014

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: CIS Director
Subordinate Staff: None
Other Internal Contacts: Sheriff Department, Commission Office
External Contacts: Courts; General Public; Law Enforcement Agencies; State Troopers; Computer Consulting Firms, Alabama Criminal Justice Information System (ACJIS), and Nation Criminal Information Center (NCIC).

Job Summary

Under the general direction of the Sheriff and/or the CIS Director, the employee installs and maintains software products that are included as part of the Sheriff's department base desktop system IT configurations. The employee coordinates daily backups of information on Sheriff's Office computers. Conducts trouble shooting for routine repairs for Sheriff's Office computers. Works with contracted consultants to maintain network performance and connectivity.

Job Domains

A. Database and Systems Management

1. Develops specifications, purchases, installs and maintains all department printers.
2. Performs diagnostic troubleshooting for system and user performance and failures; and makes written reports to the CIS Director as required.
3. Maintains the NCIC database for the County.

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4. Coordinates access to Alabama Criminal Justice Information System.
5. Assists with data entry requirements from separate divisions as needed such as backlog of civil papers, subpoenas, pistol permits, arrests, warrants and any backlog due to system failure or repair.
6. Records and secures all system access routing and passwords. Maintains backup for workstations.
7. Provides written reports to the CIS Director for unauthorized or secure file access attempts.
8. Works with the computer consultant firms to ensure network performance and connectivity.
9. Maintains complete inventory of all computers, software and electronics within the Sheriff's Office. Makes written reports of the inventory to the patrol captain.
10. Coordinates updates for all software used by the Sheriff's Office.
11. Maintains the Sheriff's department website.
12. Verifies and validates licensing agreements with vendors for all software purchased by the County and installed on networked machines.
13. Develop and implement maintenance plans on all systems.
14. Perform maintenance and upgrades to the network system as required.
15. Other duties as assigned.

B. Planning and Research

1. Develops and implements training for new employees in Criminal Intelligence System policies and procedures.
2. Train existing employees and reserves in overall objectives and restrictions of the program.
3. Prepares grant proposals for targeted areas of eligibility.
4. Manages all paperwork and reports for grants if awarded.
5. Generates written reports to the Chief Deputy/CIS Director regarding future budgetary needs.
6. Documents the long term goals and objectives of the Sheriff's Office technology needs to the Chief Deputy/CIS Director.
7. Installs software upgrades as requested by the CIS Director.
8. Develops written reports regarding proposed software and system upgrades.
9. Directs system integration and training for future access to off-site automated files such as tag registrations, property assessments, bond eligibility, etc.

C. Professional Preparation & Development

1. Attends scheduled in-service training sessions; maintains familiarity with department film library and availability of specific topic training tapes; previews monthly newsletter listing upcoming training topics on the Law Enforcement Training Network satellite system; makes requests as required for taping of any desired session for later review.

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2. Conducts department computer database and Criminal Intelligence System training as required; maintains familiarity with various screens, queries, reports and statistics as required; develops keyboarding skills to enhance data entry for warrants, arrests, jail rosters, personnel records, work release, etc.
3. Conducts NCIC training and recertifications.
4. Attends specialty schools and seminars when available; reads journals, publications, case synopses, search and seizure case law, etc. on a continuing basis for professional improvement; stays abreast of new laws and changing laws.
5. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of County layout and road system.
3. Knowledge of first-aid, CPR, safety procedures, and emergency procedures.
4. Knowledge of basic computer applications and law enforcement databases.
5. Knowledge of server hardware and software as it relates to desktop system network connections.
6. Knowledge of the management of printing systems and printer configurations on the desktop systems.
7. Knowledge of desktop computers, peripherals, network connectivity options and system configuration options.
8. Knowledge of information security mechanisms, tools and techniques.
9. Knowledge of asset management processes and administration.
10. Verbal skills to effectively communicate with co-workers, supervisors, the general public and court personnel in person, over the telephone and two-way radio.
11. Writing skills to clearly and neatly complete routine forms, records and reports.
12. Listening skills to take accurate statements.
13. Reading skills to understand operator manuals, procedures and instructions.
14. Training skills to teach classes.
15. Ability to install new servers, hubs, routers and switches.
16. Ability to handle all types of behaviors and remain level-headed in stressful situations.
17. Ability to analyze situations and make quick, effective and reasonable decisions under stressful conditions.
18. Ability to work independently without close supervision.
19. Ability to climb on top of or under structures.

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Minimum Qualifications

1. Possession of an Associate's Degree in an information technology related field.
2. A minimum of four years progressive experience in information technology field may be substituted for educational requirements.
3. Completion of Advanced Microsoft Windows NT Advanced Server course; Microsoft Access Database Development course; Computer Networking Protocol & Technician Certification course; Micro Processors Diagnostics course; and able to attend the appropriate seminars for successful completion.
4. Possession of a current and valid Alabama driver's license.
5. Emotional stability to work in highly stressful and dangerous situations.
6. Ability to travel as the job may require, including overnight travel.
7. Ability to work overtime, holidays or weekends or during emergencies.
8. Ability to be on call.
9. Ability to attend additional training, skills development, and other self-improvement courses as deemed necessary.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

MOTION was made by Gary Daly and seconded by Steve Turner to approve the FY 2014 - 2015 Budget.

(will insert in minute book)

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, aye. Motion carries unanimously.

Tom Hill, Limestone County Economic Development President, presented the tax abatement for North Alabama Laserfab, Inc. for non-educational taxes. The company is making an investment of \$490,723.00 to purchase a flat bed sheet laser and hiring 5

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new employees within the next three years. Non-educational personal property taxes are expected to be approximately \$1,668.46 per year for a maximum of 10 years and sales taxes approximately \$7,360.85. Tom also introduced the company owner, Greg Weatherford.

MOTION was made by Ben Harrison and seconded by James W. "Bill" Latimer to approve the following resolution and agreement for tax abatement for North Alabama Laserfab, Inc.

RESOLUTION

This resolution made this 15th day of September, 2014, (the Effective Date) by the Limestone County Commission (the Granting Authority), to grant a tax abatement for North Alabama Laserfab, Inc.. (the Company).

WHEREAS, the Company has announced plans for a (check one):

☐ new project or ☒ major addition to their existing facility (the Project), located within the jurisdiction of the Granting Authority; and

WHEREAS, pursuant to the Tax Incentive Reform Act of 1992 (Section 40-9B-1 et seq., Code of Alabama 1975) (the Act), the Company has requested from the Granting Authority an Abatement of (check all that apply):

- ☒ all state and local non-educational property taxes,
- ☒ all construction related transaction taxes, except those construction related transaction taxes levied for educational purposes or for capital improvements for education, and /or
- ☐ all mortgage and recording taxes; and

WHEREAS, the Company has requested that the abatement of state and local non-educational property taxes (if applicable) be extended for a period of 10 years, in accordance with the Act; and

WHEREAS, the Granting Authority has considered the request of the Company and the completed applications (copy attached) filed with the Granting Authority by the Company, in connection with its request; and

WHEREAS, the Granting Authority has found the information contained in the Company's application to be sufficient to permit the Granting Authority to make a reasonable cost/benefit analysis of the proposed project and to determine the economic benefits to the community; and

WHEREAS, the construction of the project will involve a capital investment of \$490,723.00, and

WHEREAS, the Company is duly qualified to do business in the State of Alabama, and has powers to enter into, and to perform and observe the agreements and covenants on its part contained in the Tax Abatement Agreement; and

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WHEREAS, the Granting Authority represents and warrants to the Company that it has power under that constitution and laws of the State of Alabama (including particularly the provisions of the Act) to carry out provisions of the Tax Abatement Agreement;

NOW THEREFORE, be it resolved by the Granting Authority as follows:

Section 1. Approval is hereby given to the application of the Company and abatement is hereby granted of (check all that apply):

- ☒ all state and local non-educational property taxes,
- ☒ all construction related transaction taxes, except those construction related transaction taxes levied for educational purposes or for capital improvements for education, and /or
- ☐ all mortgage and recording taxes as the same may apply to the fullest extent permitted by the Act. The period of abatement for the non-educational property taxes (if applicable) shall extend for a period of 10 years measured as provided in Section 40-9B-3(a)(12) of the Act.

Section 2. The governing body of the Granting Authority is authorized to enter in to an abatement agreement with the Company to provide for the abatement granted in Section 1.

Section 3. A certified copy of this resolution, with the application and abatement agreement, shall be forwarded to the Company to deliver to the appropriate local taxing authorities (if applicable) and to the Alabama Department of Revenue in accordance with the Act.

Section 4. The governing body of the Granting Authority is authorized to take any and all actions necessary or desirable to accomplish the purpose of the foregoing of this resolution.

I hereby certify that the above and foregoing was duly adopted by the Limestone County Commission at a meeting held on the 15th day of September, 2014.

County Administrator

Tax Abatement Agreement

This Abatement Agreement is made this 15th day of September, 2014, (the Effective Date) by and between the Limestone County Commission (the Granting Authority), And North Alabama Laserfab, Inc. (the Company), its successors and assigns.

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WHEREAS, the Company's North American Industry Classification System (NAICS) Code, 333517, meets the qualifications of an industrial or research enterprise in accordance with Section 40-9B-3(10), **Code of Alabama 1975**, as amended.

WHEREAS, the Company has announced plans for a (check one):

☐ new project or ☒ major addition to their existing facility (the Project), located within the jurisdiction of the Granting Authority; and

WHEREAS, the Project is estimated to be completed by the 12th day of December 2014; and

WHEREAS, the Project will be located in the County of Limestone (check whichever is applicable)

☐ inside the city limits of Athens,
☐ inside the police jurisdiction of _____,
☒ outside the city limits and police jurisdiction of the City of Lester, AL; and

WHEREAS, pursuant to the Tax Incentive Reform Act of 1992 (Section 40-9B-1 et seq., **Code of Alabama 1975**) (the Act), the Company has requested from the Granting Authority an Abatement of (check all that apply):

☒ all state and local non-educational property taxes,
☒ all construction related transaction taxes, except those construction related transaction taxes levied for educational purposes or for capital improvements for education, and/or
☐ all mortgage and recording taxes; and

WHEREAS, the Granting Authority has considered the request of the Company and the completed applications filed with the Granting Authority by the Company, in connection with its request; and

WHEREAS, the Granting Authority has found the information contained in the Company's application to be sufficient to permit the Granting Authority to make a reasonable cost/benefit analysis of the proposed project and to determine the economic benefits to the community; and

WHEREAS, at its meeting held on the 15 day of September, 2014 (the Meeting), the Granting Authority approved the Company's application for abatement of (check all that apply):

☒ all state and local non-educational property taxes,
☒ all construction related transaction taxes, except those local construction related transaction taxes levied for educational purposes or for capital improvements for education, and/or
☐ all mortgage and recording taxes; and,

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WHEREAS, the Project will consist of private use industrial development property, which is composed of all real and related personal property to be acquired, constructed, and installed thereon, as described in Attachment One hereto; and

WHEREAS, the private use industrial development property for which the abatement is applied shall be (check whichever is applicable)

- ☒ owned by the entity applying for the abatement
- ☐ leased from a public authority, municipal, or county government; and

WHEREAS, in the event that the private use industrial development property is leased from a public authority, municipal, or county government, the lessee shall be treated as the owner of such property for federal income tax purposes; and

WHEREAS, it shall be indicated whether the Granting Authority intends to issue bonds in connection with the private use industrial development property herein described, and, if so intends, shall attach a copy of the inducement agreement; and

WHEREAS, for the purposes of abatement of all non-educational property taxes (if applicable) it has been determined that no portion of the Project has been placed in service or operation by the Company or by a related party, as defined in 26 U.S.C. S267, with respect to the Company prior to the Effective Date of this Agreement; and

WHEREAS, for the purposes of the abatement of all construction related transaction taxes (if applicable), no portion of the Project which has been requested for abatement has been purchased prior to the Effective Date of this Agreement; and

WHEREAS, the Project conducts trade or business as described in the 2007 North American Classification System, promulgated by the Executive Office of the President of the United States, Office of Management and Budget, Sectors 31 (other than National Industry 311811), 32, 33; Subsectors 423, 424, 511, and 927; Industry Groups 5417, 5415, and 5182 (without regard to the premise that data processing and related services be performed in conjunction with a third party); Industries 11331 and 48691; and National Industries 115111, 517110, 541380, and 561422 (other than establishments that originate telephone calls) and includes such trades and businesses as may be hereafter reclassified in any subsequent publication of the North American Industry Classification System or other industry classification system developed in conjunction with the United States Department of Commerce, or any process or treatment facility which recycles, reclaims, or converts any materials, which include solids, liquids, or gases, to a reusable product; and

WHEREAS, if the Project is a major addition to an existing facility, the request for abatement of all state and local non-educational property taxes (if applicable) and/or all construction related transaction taxes (if applicable) does not include any capitalized repairs, rebuilds, maintenance, replacement equipment, or costs associated with the renovating or remodeling of existing facilities of industrial development property previously placed in service by the Company; and

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WHEREAS, if the Project is a major addition to an existing facility the addition equals the lesser of (i) thirty (30) percent of the original cost of the industrial development property, or
(ii) \$2,000,000; and

WHEREAS, the Company is duly qualified to do business in the State of Alabama, and has powers to enter into, and to perform and observe the agreements and covenants on its part contained in this Agreement; and

WHEREAS, the Granting Authority represents and warrants to the Company (a) that it has power under that constitution and laws of the State of Alabama (including particularly the provisions of the Act) to carry out provisions of this Agreement, (b) that the execution of this Agreement on its behalf has been duly authorized by resolution adopted by the governing body of the Granting Authority;

NOW, THEREFORE, the Granting Authority and the Company, in consideration of the mutual promises and benefits specified herein, hereby agree as follows:

1. In accordance with the Act, the Granting Authority hereby grants to the Company an abatement from liability for the following taxes as permitted by the Act (check all that apply):

- ☒ (a) Non-educational Property Taxes: all property taxes that are not required to be used for educational purposes or for capital improvements for education;
- ☒ (b) Construction Related Transaction Taxes: the transaction taxes imposed by Chapter 23 of Title 40 of the Code of Alabama 1975 on the tangible personal property and taxable services to be incorporated into the Project, this cost of which may be added to capital account with respect to the Project, except for those local construction related transaction taxes levied for educational purposes or for capital improvements for education;
- ☐ (c) Mortgage and Recording Taxes: all taxes imposed by Chapter 22 of Title 40 of the Code of Alabama 1975 relating to mortgages, deeds, and documents relating to issuing or securing obligations and conveying title into or out of the Granting Authority with respect to the Project.

2. An estimate of the amount of tax abated pursuant to this Agreement is set forth below. The Granting Authority and the Company hereby acknowledge that this estimate reflects the amount of tax abated for the period stated, under current law, and that the actual abatement for such taxes may be for a greater or lesser amount depending upon the actual amount of such taxes levied during the abatement period as stated. (check all that apply)

- ☒ (a) If no bonds are to be issued, non-educational property taxes are expected to be approximately \$1,668.46 per year and the maximum period for such abatement shall be valid for a period for 10 years, beginning with the October 1 lien date next proceeding the acquisition date of abated property.
- ☐ (b) If bonds are issued, non-educational property taxes are expected to be approximately \$_____ per year and the maximum period for such

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abatement shall be valid for a period of _____ years, beginning the initial date bonds are issued to finance project.

- ☒ (c) Construction related transaction taxes, except those construction related transaction taxes levied for educational purposes or for capital improvements for education, are expected to be approximately \$7,360.85 and such abatement shall not extend beyond the date the Project is placed in service.
- ☐ (d) Mortgage and recording taxes are expected to be approximately \$ _____.

3. The Company hereby makes the following good faith projections:

- (a) Amount to be invested in the Project \$490,723.00.
- (b) Number of individuals to be employed initially at the Project and in each of the succeeding three years:

Initially 0 Year 1 2 Year 2 2 Year 3 1;

- (c) Annual payroll initially at the Project and in each of the succeeding three years;

Initially \$ 0 Year 1 \$ 58,240 Year 2 \$ 58,240 Year 3 \$ 29,120;

4. The Company shall file with the Alabama Department of Revenue within 90 days after the date of the Meeting a copy of this agreement as required by Section 40-9B-6(c) of the Act.

GENERALLY

5. Compliance. If the Company fails to comply with any provision in this Agreement or if any of the material statements contained herein or in Attachment Two (Note: This attachment shall include the application for abatement), are determined to have been misrepresented whether intentionally, negligently, or otherwise, the Granting Authority shall terminate this Agreement and take such equitable action available to it as if this Agreement had never existed. If it is determined that certain items, which are identified on the application form for abatement of taxes, are not in compliance with the Act or governing regulations, these items may be subject to taxation for all local and state taxing authorities.

6. Binding Agreement. Each party to this Agreement hereby represents and warrants that the person executing this Agreement on behalf of the party is authorized to do so and that this Agreement shall be binding and enforceable when duly executed and delivered by each party. This Agreement shall be binding upon and inure to the benefit of each of the parties and their respective successors.

7. Limitations. Notwithstanding any provision contained herein to the contrary, this Agreement is limited solely to the abatement of (check all that apply).

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- ☒ all state and local non-educational property taxes,
- ☒ all construction related transaction taxes, except those construction related transaction taxes levied for educational purposes or for capital improvements for education, and/or
- ☐ all mortgage and recording taxes fees for the periods specified herein. Nothing in this Agreement shall be construed as a waiver by the Company of any greater benefits that the Project or any portion thereof may have available under provisions of the law other than the Act.

8. Severability. This Agreement may be amended or terminated upon mutual consent of the Company and the Granting Authority. Any such amendment or termination shall not in any matter affect the rights and duties by and between the Company and the Granting Authority.

This Agreement is executed as of the dates specified below.

North Alabama Laserfab, Inc.
(the Company)

The Limestone County Commission
(the Granting Authority)

By: _____

By: _____

Name: Greg Weatherford

Name: Stanley Menefee

Title: Owner

Title: Chairman

Date: September 9, 2014

Date: September 15, 2014

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Steve Turner, aye; James W. "Bill" Latimer, aye; and Ben Harrison, Abstain. Motion carries.

Chairman Stanley Menefee opened the public hearing to accept public input concerning the close-out of CDBG Grant #CY-ED-PF-12-014.

The Chairman turned the floor over to Mr. Terry Acuff, Community Consultants, Inc., to conduct the public hearing. Mr. Acuff stated that the county had received a CDBG grant in the amount of \$600,000.00 to extend the sanitary sewer service to the Carpenter Technology Company. He affirmed that Limestone County Water & Sewer had installed the sewer system expansion and Carpenter had met its hiring requirement of 150 new jobs. He opened the floor for public comments.

No one spoke regarding the project close-out.

Recessed at 10:34 a.m. until 10:00 a.m. on Wednesday, October 1, 2014, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.